

BY ORDER OF THE COMMANDER

SHEPPARD AFB INSTRUCTION

23-102

10 July 2001

Supply



PRECIOUS METALS RECOVERY PROGRAM (PMRP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 23-1, **Requirements and Stockage of Material**. It applies to all base activities, tenants, and contractor operated functions; it does not apply to geographically separated units. This instruction identifies responsibilities of activities involved in the recovery, storage, and disposition of precious metals, precious metal-bearing scrap, and/or residue. This program covers silver, gold, and the platinum family. The platinum family includes palladium, iridium, rhodium, osmium, and ruthenium. Participation in the Precious Metals Recovery Program (PMRP) by all Department of Defense (DoD) components is mandatory IAW DODM 4160.21, Chapter X. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, **Records Disposition Schedule** (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Paragraph 3.4.2 **changed** reference. **Updated** paragraphs 3.5.5., 3.6.5., Attachment 1, paragraph 8.1., and Attachment 2, paragraphs A.2.3.10., and A.2.3.11. Paragraph 4.2.1. **changed** Security Police to Security Forces. **Deleted** paragraph 3.5.5. and **renumbered** paragraphs 3.5.6. through 3.6.11. to 3.5.5. through 3.6.10. respectively. **Deleted** paragraphs 9.1.-9.5. and **renumbered** 9.6. to 7.2. **Renumbered** paragraphs 10.1. through 10.2.2. to 8.1. through 8.2.2. **Renumbered** paragraphs 11.1. through 11.2.2. to 9.1. through 9.2.2. **Deleted** paragraph 11.2.3. **Renumbered** paragraph 12.1. to 10.1. **Updated** reference dates and **deleted** abbreviations no longer required in Attachment 1. **Deleted** Attachment 4.

Section A - References, Abbreviations, Acronyms and Terms

1.1. See attachment 1.

Section B - Objectives

2.1. To establish a base program to control and promote the economic recovery of precious metals from excess, used, and surplus precious metal-bearing material.

Section C - Responsibilities

3.1. The 82 Training Wing (TRW) Vice Commander:

3.1.1. Ensures an effective PMRP is established for the identification, control, and recovery of precious metals.

3.1.2. Assigns an individual from Base Supply to monitor the Precious Metal Recovery Program (PMRP).

3.1.3. Delegates overall staff management of the PMRP to the Chief of Supply.

3.2. The Chief of Supply:

3.2.1. Ensures the program monitor provides guidance for administering the receipt, storage, processing, and shipment of precious metals derived from precious metals-bearing scrap and residual material generated by base activities.

3.2.2. Ensures the precious metals monitor develops and implements procedures for security and accountability over all precious metals and precious metal-bearing scrap generated at Sheppard AFB.

3.3. Commanders of Major Base Organizations:

3.3.1. Appoint wing/group/squadron-level Base Precious Metals Recovery Program Monitor (PMRPM) to assist the PMRPM in the implementation and management of the PMRP.

3.3.2. Ensure a unit PMRPM is appointed by each activity in the organization which generates precious metals scrap or residue.

3.3.3. Exercise command supervision over wing/group/ squadron-level and unit monitors to ensure compliance with program guidance. Ensure wing/group/squadron-level monitors indoctrinate supervisors of activities generating precious metal scrap or residue relative to the duties and responsibilities of unit PMRPMs.

3.3.4. Appoint, in writing, individuals to assume the following PMRP responsibilities:

3.3.4.1. Receipt for precious metal issue or issues.

3.3.4.2. Witness harvesting.

3.3.4.3. Verify weight annotated on turn-in document or documents.

3.3.4.4. Monitor key control for storage facilities (safes, cabinets, etc.).

3.4. The Base PMRPM will:

3.4.1. Be familiar with all facets of the PMRP.

★3.4.2. Be familiar with the responsibilities of the Disposal Service Representative (DSR) as outlined in DOD 4160.21M, Chapter 11. Request DSR assistance when required.

3.4.3. Establish coordination to identify items in stock that contain precious metal and identify organizations issued such items.

3.4.4. Establish a jacket file for each precious metal generating activity, including the name of the current monitor and alternate. Keep it current at all times.

3.4.5. Review and update base program guidance and operating procedures applicable to the PMRP.

3.4.6. Ensure all generating locations provide adequate security to the metals recovered. Take positive actions to provide required security.

3.4.7. Establish coordination with the DRMO to obtain active participation in the PMRP and assistance in development of standard operating procedures.

3.4.8. Take action to enhance the program's effectiveness through base news media, the 82 TRW Bulletin, posters, and public recognition of personnel or units that make significant contributions to the program.

3.4.9. Maintain copies of all PMRP publications that pertain to Sheppard AFB recovery activities. Review and update local directives, checklists, etc., applicable to the recovery program.

3.4.10. Conduct annual surveys of all base organizations where use of items containing precious metals is indicated by supply data.

3.4.11. Schedule and conduct reviews/visits of all base organizations that generate precious metal scrap or residue at least once every 24 months. Use the attached checklist (Attachment 2).

3.4.12. Conduct unscheduled spot inspections as may be required.

3.4.13. Provide initial training and periodic training as required to all primary and alternate precious metals monitors.

3.4.14. Ensure an appropriate recovery program is initiated at each activity generating gold, platinum family, or silver-bearing scrap or waste from which precious metals can be extracted.

3.5. Wing/Group/Squadron-Level Monitors:

3.5.1. Establish a close working relationship with unit PMRPMs

3.5.2. Advise, instruct, and monitor the unit PMRPM.

3.5.3. Participate in reviews/visits conducted by the Base PMRPM.

3.5.4. Conduct independent surveys and inspections of generating activities within their area of responsibility. Record and report discrepancies and favorable comments to the organizational commander/chief. Provide a copy of survey and/or inspection report to the Base PMRPM.

★3.5.5. Contact the Base PMRPM for assistance with problems in the security or recovery process.

★3.5.6. Ensure unit PMRPMs receive appropriate training and indoctrination immediately upon assignment.

3.6. Unit PMRPMs will:

★3.6.1. Be familiar with security requirements for handling and storage of precious metal scrap. Contact wing/group/ squadron-level PMRPM if assistance is required.

★3.6.2. Adhere to guidance prescribed in this instruction and as provided by the wing/group/squadron-level monitor or the Base PMRPM.

★3.6.3. Ensure that personnel working with recovered precious metals are advised of security requirements.

★3.6.4. Ensure the proper use of supplies and equipment obtained for use in the PMRP.

★3.6.5. Maintain monthly logs to record quantities of film consumed. Also, maintain a record of precious metals scrap and film turned into DRMO.

★3.6.6. Prepare semiannual precious metal reports as outlined in Section I below.

★3.6.7. Turn in all recovered precious metals, precious metal scrap and precious metal-bearing material to DRMO using DD Form 1348-1A, **Issue Release/Receipt Document**. If available, include on the turn-in document (TID) any information pertaining to the precious metal content of scrap material being turned in. Precious metals must be properly containerized and documented.

★3.6.8. Segregate precious metal-bearing material and waste material prior to turn-in to DRMO.

★3.6.9. Maintain a receipt copy of all DD Forms 1348-1A (turn-in documents) transferring accountability of precious metal, precious metal scrap, or precious metal-bearing material to another activity.

★3.6.10. Coordinate with the bench stock monitor to ensure bench stock items containing precious metals are identified. Indicate by tagging, marking, or highlighting the bench stock label so that users are aware that scrap items must be turned in as precious metal (PM) - bearing scrap.

3.7. The DRMO:

3.7.1. Accepts turn-in of all precious metal-bearing material from unit activities except where acceptance is precluded by law or other regulation.

Section D - Security Of Recovered Precious Metals

4.1. It is absolutely essential that very strict security and control be established for all precious metals and precious metal-bearing materials. Once an item is identified as precious metal-bearing, it must be provided the security and accountability provided other highly pilferable property. In particular, gold, silver, and platinum can be converted directly into cash by unscrupulous individuals. Therefore, each individual appointed as a precious metals monitor must continually maintain strict control over recovered materials.

4.2. Thefts or Shortages:

★4.2.1. Immediately report all thefts, shortages, or other losses of precious metal scrap or recovered precious metal to the organizational commander and the Security Forces. Make follow-on reports to the wing/group/squadron-level monitor and the Base PMRPM.

4.2.2. Reports to the Headquarters Air Education Training Command (HQ AETC) PMRPM and the Defense Logistics Agency (DLA) Disposal Service Representative (DSR) will be submitted by the Base PMRPM.

4.2.3. Adjustment of records to account for the shortage of precious metal will be IAW AFMAN 23-220, Reports of Survey for Air Force Property.

4.3. Controlled Storage:

4.3.1. Cabinets, safes, drawers, etc., used for storage of recovered precious metals must be located in an office, storeroom, vault, or other facility, which is locked when not occupied.

Section E - Documentation

5.1. All documentation of recovered precious metal transactions will be disposed of IAW AFMAN 37-139, Table 23-20, Rule 2, .

5.2. Attach one legible copy of each organizational transaction involving precious metals to the file copy of semiannual reports (see Section I below). Primary documents are:

5.2.1 DD Form 1348-1A, (receipts, issues, turn-ins, shipments, etc.).

5.3. The DRMO will forward one legible copy of all documentation pertaining to off-base shipments of recovered precious metals and precious metal-bearing residue or material to the Base PMRPM.

Section F - Safety And Health Requirements

6.1. Many of the precious metal recovery operations are both inherently and potentially dangerous and require both general and specific precautions to prevent injury/illness to personnel, damage to property, or pollution of the environment.

6.2. Most gold and silver compounds are dangerous. Toxic effects may be caused either by ingestion or inhalation of these compounds. No food or drinks will be allowed in any area while recovered precious metal is being processed.

6.3. All personnel involved in mishaps while working with precious metal recovery equipment or in handling recovered precious metals, regardless of how minor, should report for medical treatment immediately. As soon as possible, report the incident to the wing/group/squadron-level PMRPM and the Base PMRPM.

Section G -Items Containing Precious Metals

7.1. There are many items in the Air Force inventory that contain precious metals. A great number of these are coded expendable (XB3) but are not expended through use. They are commonly referred to as "throw away" or "trash can" items. There is a possibility there are items with precious metal content in all mechanical, aircraft maintenance, communications, electronics, and other repair shop discards. It is necessary that all personnel exercise vigilance and take positive action to identify those items that may contain precious metal.

If there are doubts relative to content, contact the unit, wing/group/squadron-level, or Base PMRPMs. Some of the following items possibly contain precious metals:

Batteries	Film processing solution
Bearings	Magnetos (most are Teflon coated)
Brazing	Microfiche (masters only)
Bus bars	Photographic film
Cannon plugs	Pin connectors (all types)
Circuit boards	Regulators
Communications equipment	Silver solder
Computers	Silver wire
Computer spares	Spark plugs
EKG electrodes	Trainers
Electronic items	Vacuum tubes
Eyeglass frames	Waveguides

NOTE: Some aircraft bolts/nuts have a plating or wash which contains precious metal substance. Attachment 5 depicts a list of scrap materials containing precious metal.

★7.2. Radiographic Film (X-rays). When no longer required by the 82 Medical Group (MED GP), 882d Training Group, 80th Flying Training Wing or the Records Management Element, radiographic film will be transferred to DRMO. The number of boxes and total weight will be transcribed on turn-in documents.

★Section H - Training

★8.1. Training in precious metal recovery policies and procedures is the responsibility of the Base PMRPM.

★8.2. Minimum requirements for wing/group/squadron/ unit PMRP monitors are:

★8.2.1. Initial training for newly assigned monitors.

★8.2.2. Periodic training. The purpose of periodic training is to provide monitors with refresher training in selected areas, new techniques, equipment and policy or procedural changes.

★Section I - Reporting

★9.1. Unit precious metal monitors will submit a semiannual report to the Base PMRPM. Forward reports through the wing/group/squadron-level monitor not later than the fifth workday of January and July covering the previous six-month period, and to the Base PMRPM no later than the 15th of January and July. One copy of each precious metals document transaction will be attached to the semiannual report. Negative reports are required.

9.2. Reports submitted by the unit PMRPM will include the following:

★9.2.1. Type of precious metal, scrap, or precious metal-bearing material recovered.

★9.2.2. Quantity of material recovered.

Section L - Forms Prescribed

★10.1. FORMS PRESCRIBED. DD Form 1348-1A, **Issue Release/Receipt Document.**

★11. History of instruction: Previously known as **SAFBR 400-1cc**, 18 Mar 94. The instruction was changed 15 Oct 96 to reflect current number.

JOE F. HARRISON., Colonel, USAF
Vice Commander

Attachments

1. Glossary Of References, Abbreviations, Acronyms, and Terms
2. PMRP Checklist
3. Extract From AFMAN 23-110, Volume VI, Chap 4,
Precious Metals Recovery Program Guidance and PMIC Table

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References.

AFMAN 23-110, Volume 5, *AF Medical Materiel Management System - General*, 1 October 2000.

AFMAN 23-110, Volume 6, Chapter 2, *USAF Excess Authorities and Turn-Ins to Defense Reutilization and Marketing Offices*, 1 October 2000

AFMAN 23-110, Volume 6, Chapter 4, *Precious Metals Recovery Program*, 1 October 2000

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 37-139, *Disposition of Air Force Records Disposition Schedule*, 1 March 1996

AFI 47-101, *Management and Administration of USAF Dental Activities*, 5 May 1999

DOD 4160.21M, Chapter 11, *Precious Metals Recovery Program*, 18 August 1999

TO 00-25-113, *Conservation and Segregation, of Critical Alloy and Precious Metal Bearing Parts and Scrap*, 30 April 1995

Abbreviations, Definitions, and Acronyms

AF	Air Force (as on forms)
AFB	Air Force Base
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFPD	Air Force Policy Directives
DD	Department of Defense (as on forms)
DLA	Defense Logistics Agency
DOD	Department of Defense (as on forms)
DODAAC	Department of Defense Activity Address Code
DODM	Department of Defense Manual
DRMO	Defense Reutilization and Marketing Office
DSR	Disposal Service Representative
EKG	Electrocardiogram
FEDLOG	Federal Logistics Data System
HQ AETC	Headquarters Air Education Training Command
HYPO	Fixing Agent Used in Photography
IM	Item Manager
MED GP	Medical Group
NSN	National Stock Number

Attachment 1 (Cont)

PM	Precious Metals
PMIC	Precious Metals Indicator Code
PMMF	Precious Metals Master File
PMRP	Precious Metals Recovery Program
PMRPM	Precious Metals Recovery Program Monitor
SAFB	Sheppard Air Force Base (as on forms)
SAFBI	Sheppard Air Force Base Instruction
SNUD	Stock Number User Directory
TID	Turn-in Document
TO	Technical Order
USAF	United States Air Force
XB3	Expendable

Terms

★**Base PMRPM** - Precious Metals Recovery Program Monitor. The individual assigned by the 82d Training Wing Vice Commander to monitor the base's Precious Metals Recovery Program.

DRMO - Defense Reutilization and Marketing Office (Base). Accepts turn-ins of all precious metals and residue therefrom. Provides assistance in recovery equipment malfunctions.

Exhausted Hypo Solution - Exhausted/spent fixer overflow from the film processor or exhausted fixer contained in the tank or pan used for manual processing of film.

Generating Activities - Those organizations that use, process, or generate precious metal scrap or residue in their functional operations.

PMIC - Precious Metals Indicator Code. See para A3.3 and A3.5

PMRP - Precious Metals Recovery Program. Includes all transactions involving precious metals (issue, receipt, storage, turn-in, security, shipment, processing, handling, training, identity, recovery, etc.).

TID - Turn-in Document.

Unit Monitor (Unit PMRPM) - An individual at the collection point who is assigned by his/her commander or supervisor to operate the Precious Metals Recovery Program and to provide security and control for precious metals and residue therefrom while it is in the possession of the organization.

Wing/Group/Squadron-Level PMRPM - An individual appointed to represent the commander in managing the PMRP.

Attachment 2
PMRP CHECKLIST

- A2.1. Program Management:
- A2.1.1. Has a Wing/Group/Squadron-level Precious Metals Program (PMRP) Monitor/Alternate, been appointed in writing, by proper authority (Commander)? (SAFBI 23-102, para 3.3.1.)
- A2.1.2. Have unit PMRP monitors been appointed and maintained current at each generating activity? (SAFBI 23-102, para 3.3.2.)
- A2.1.3. Has a recovery program been initiated at the generating activity?
- A2.1.4. Do work center personnel understand the recovery program?
- A2.1.5. What precious metal is being recovered?
- A2.1.6. Are recovered materials documented on a turn-in document (TID), DD Form 1348-1A, DOD Single Item Release/Receipt Document, and turned in to DRMO, as required by AFMAN 23-110, Vol 6, Chap 2?
- A2.1.6.1. Is the correct unit of issue recorded on the TID, that is, pounds (net and gross) for film and PM bearing scrap; troy ounces for silver, etc.?
- A2.1.6.2. Is the correct number of copies of the TID forwarded with the recovered materials (five copies of DD Form 1348-1A)?
- A2.1.6.3. Is the suspense copy of the TID retained until the receipt copy is returned by DRMO?
- A2.1.6.4. Is the receipt copy retained for one year after turn-in?
- A2.1.6.5. Are all receipts/turn-ins accounted for?
- A2.1.7. Are adequate publications and checklists on hand to cover that part of the Precious Metals Recovery Program in which the organization is involved?
- A2.1.8. Does the work center request and receive technical assistance to expedite the local recovery process?
- ★A2.1.9. Is one copy of all Issue, Due Out Release and Turn-In Documents of items containing precious metals forwarded to the Base PMRP Monitor?

Attachment 2(Cont)

- ★A2.1.10. Is adequate security provided for those items that contain precious metal while in the possession of the generating activity? How many people have access to the storage location?
- ★A2.1.11. Is the number of personnel handling precious metals and materials held to a minimum?
- ★A2.1.12. Are losses (if any) of those items that contain precious metals reported to Wing/Group/Squadron level PM Monitors, the Base PMRP Monitor, and Security Forces? (SAFBI 23-102, para 4.2.1.)
- ★A2.1.13. Do work center personnel need training on this program?
- A2.2. Maintenance and Technical Training Activities:
 - A2.2.1. Has the Unit PMRP monitor taken aggressive action to establish positive procedures to ensure all precious metal-bearing material is entered into the PMRP?
 - A2.2.2. How many items have been identified as containing precious metals?
 - A2.2.3. Has a survey been conducted within the past six months of those items that may contain precious metals?
 - A2.2.4. Are items bearing precious metals turned-in as items, unless they qualify as scrap? (AFMAN 23-110, Vol 6, Chap 4, para 4.9.2 and AFMAN 23-110, Vol 6, Chap 2, Table 2.1)
 - ★A.2.2.5 (Added). Are semiannual PRMRP reports submitted not later than the fifth workday of January and July? (SAFBI 23-102, para 11.1)

*Attachment 3**EXTRACT FROM AFMAN 23-110, VOLUME VI, CHAP 4***PRECIOUS METALS RECOVERY PROGRAM GUIDANCE AND PMIC TABLE**

A3.1. APPLICATION. Precious metal procedures will apply to activities such as overhaul and repair, plating shops, dental laboratories, maintenance activities, and any training course where precious metals or precious metal-bearing scraps may be generated.

A3.2. DISPOSAL SERVICE REPRESENTATIVE:

A3.2.1. The Disposal Service Representative's responsibilities include:

A3.2.1.1. Maintaining liaison and surveillance and providing technical support to precious metals generating activities to ensure maximum recovery of precious metals in an efficient and cost-effective manner.

★A3.2.1.2. Providing briefings, seminars, and other relatable techniques to promote the PMRP.

A3.3. USE OF PRECIOUS METALS INDICATOR CODES (PMIC):

A3.3.1 A series of PMICs have been established to be applied by the Item Manager (IM) to national stock numbers (NSNs) in the federal cataloging system. These codes indicate the existence or nonexistence, and type of precious metal(s) in items of supply.

★A3.3.3.2 The PMIC, when assigned to NSNs, will appear in the federal cataloging system FEDLOG. The PMIC will also be provided Air Force bases mechanically through the Stock Number User Directory (SNUD).

A3.3.3. The PMIC will also indicate to the IMs during procurement or repair determination that the item contains precious metals.

A3.4. TURN-IN PROCEDURES:

A3.4.1. Precious metal-bearing scrap, waste, and excess refined precious metals will be turned in to your servicing DRMO. They will be safeguarded to prevent theft; to minimize theft they should be promptly turned in.

A3.4.2. Excess and condemned items bearing precious metals will be turned in to the DRMO as items unless they qualify for turn in as scrap. The DRMO, as applicable, will process the items for utilization, donation, sale, or recovery of the precious metals.

A3.4.3. Excess refined precious metals will be turned in to the DRMO by the NSN assigned.

*Attachment 3(Cont)***A3.5. PRECIOUS METALS INDICATOR CODE (PMIC) TABLE:**CODE TYPE OF PRECIOUS METAL

- A Item does not contain precious metal.
- U Precious metal type is unknown.
- V Precious metal type varies between manufactures.
- S Item contains silver.
- G Item contains gold.
- P Item contains platinum family metal.
- C Item contains combination silver and/or gold and/or platinum.